AGENCY-SPONSORED DESIGNATED LODGING NOTICE

FROM:	I a sa a /N I s saala a sa		
TO WHOM IT MAY CONCERN:	lame/Number)		
(Employee/Official's Name, or See Attached Li	ist)		_
(Name of Meeting, Conferer	nce or Purpose of Travel	and Location)	
/ / t (Meeting/Co	O / nference Date)	/	
The above listed employee/official(s) travel this agency shall be attending the meeting the purpose of travel reimbursement, lodg following public lodging facility(ies), which the referenced objective of travel:	g/conference or pu ging has been pre-	rpose of trip listed above. If arranged by our agency at	For the
Hotel Name and Address	Type*	Single Rate	
		 -	
			
*Key to Type of Designation:			
1 Where meeting or objective of trave			
2 Where lodging has been arrangeda) the blocking of rooms (reser	,	agency by:	
b) rate reductions for participar	•		
,			
CRITERIA FOR AGENCY-SF			
Agency must be spo Designated lodging must be appro			
Designated lodging mus	st meet one of the type	s listed above.	
Lodging shall be reimbursed at actual sir	ngie room rate as evid	enced by public lodging receipt.	

(Approving Officer's Signature & Date)